



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Office of Administrative Services Twin Towers East, 16th Floor Atlanta, Georgia 30334	Application Number	77-384-A
Application Number			Date Received	Date Completed
			JAN 15 1985	FEB 1 1985
2. Person to Contact		Working Title	Telephone Number	
Mary Calhoun		Administrative Secretary	656-2438	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. <u>77-384-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)		
Earliest	Latest			
1975	To Date	ADMINISTRATIVE SERVICES CIRCULAR LETTER FILES		
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?		
NO CHANGE				
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to:				
NO CHANGE				
Included are:				
NO CHANGE				
File is arranged:				
NO CHANGE				
8. Monthly Reference Rate		How often are records referred to which are:		
One to six months old <u>15</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>6</u> ;				
twenty-five months and older <u>3</u> ?				
9. Annual Rate of Accumulation of Records				
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative need of 4 years is due to an increase in the monthly reference rate after twenty-five months.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 4 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	1/11/85	<i>Claudia Stipe</i>	1/10/85
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	1/24/85
		Secretary of State/Designee	1/22/85
		Attorney General/Designee	2/1/85

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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
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FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date			Application Number		
Application Number					
		2. Person to Contact	Working Title	Date Received	Date Completed
		Mary Anne Bauer	Principal Secretary	MAY 28 1982	JUN 8 1982
3. Action Requested					
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input checked="" type="checkbox"/> Amend Application No. 77-384-A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supercede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest	Latest				
1975	To Date	ADMINISTRATIVE SERVICES CIRCULAR LETTER FILES			
6. Division and Office Function					
What is the function of the Division and the Office in which this record series is created?					
<p>The Office of Administrative Services is responsible for providing supportive to both the State Department of Education and local school systems through Fiscal Services, Facilities and Transportation, Regional Education Services, Public Information and Publications, Public Library Services and Local Systems Support, including School Food and Nutrition, USDA Food Distribution, Statistical Services and Textbooks.</p>					
7. Record Series Description					
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: assisting local school systems by providing them with various state educational services and resources.					
Included are: circular letters from the Associate State Superintendent of Administrative Services to local school systems related to coordination of activities between the local school systems and the State Department of Education.					
File is arranged: chronologically by date.					
8. Monthly Reference Rate					
How often are records referred to which are:					
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?					
9. Annual Rate of Accumulation of Records					
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then;

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>H. Weyman Culp</i>	5/26/82	<i>Walker L. Baumgardner</i>	5/26/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	6-1-82
		Secretary of State/Designee	June 1, 82
		Attorney General/Designee	6-8-82

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APPLICATION FOR RECORDS RETENTION SCHEDULE**OFFICE OF THE SECRETARY OF STATE
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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services 233 State Office Building Atlanta, Georgia	Application Number 77-384-A	
Application Number		Date Received 1-21-81	Date Completed 1-29-81
2. Person to Contact Mary Anne Bauer		Working Title Principal Secretary	Telephone Number 656-2438
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>77-384</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1963 To Date		5. Records Series Title (followed by title used in office; if different) Administrative Services Local School System Assistance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services is responsible for providing supportive services to both the State Department of Education and local school systems through Fiscal Services, Facilities and Transportation, Regional Education Services, Public Information and Publications, Public Library Services and Local Systems Support, including School Food and Nutrition, USDA Food Distribution, Statistical Services and Textbooks.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: assisting local school systems by providing them with various state educational services and resources. Included are: correspondence and any other documents related to the coordination of activities between the local school systems and the Office of Administrative Services. File is arranged: alphabetically by local school system.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 5 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>mad</i> <i>X. G. Lanning</i>	<i>1/28/81</i>	<i>Walker L. Baumgardner</i>	<i>1-6-81</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>1-28-81</i>
		Secretary of State/Designee	<i>1-26-81</i>
		Attorney General/Designee	<i>1-29-81</i>



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date November 30, 1977	1. Agency Address Department of Education Office of Administrative Services 233 State Office Building Atlanta, Georgia 30334	Application Number 77-384	
Application Number 20		Date Received DEC 1 1977	Date Completed JAN 9 1978
2. Person to Contact Mary Calhoun		Working Title Administrative Secretary	Telephone Number 656-2438
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1963		5. Records Series Title (followed by title used in office, if different) LOCAL SCHOOL SYSTEM ASSISTANCE FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services directs and coordinates supportive services to both local school systems and the State Department of Education through a variety of activities including, but not limited to, planning and evaluation, school food services, school plant services, school transportation services, liaison with local school systems, accounting services, grants management, financial review, EDP systems and procedures services, surplus property services, publications and information services, and general services.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: assisting local school systems by providing them with various state educational services and resources. Included are: correspondence and any other documents related to coordination of activities between the local school systems and the Office of Administrative Services. File is arranged: alphabetically by school system.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>15</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Although the monthly reference rate is low on this record series, it is needed in the generating office for immediate reference when assisting local school systems with various problems or needs.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 5 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ed A. U. Lancy</i>	<i>11/20/77</i>	<i>Walker L. Baumgardner</i>	<i>11-9-77</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<i>1-9-78</i>
State Auditor/Designee		<i>Carmel H. [Signature]</i>	<i>Jan 5, 1978</i>
Secretary of State/Designee		<i>[Signature]</i>	<i>1-9-78</i>
Attorney General/Designee		<i>[Signature]</i>	